

NOTICE

There is a job vacancy with the **BAY COUNTY INFORMATION SYSTEMS DIVISION, FINANCE DEPARTMENT.**

JOB TITLE: **INFORMATION SYSTEMS MANAGER**

RATE OF PAY: ***\$55,868.80 - \$63,960.00 per year, after 4 years (MB12)**
Or
***\$59,300.80 - \$68,432.00 per year, after 4 years (MB13)**

*(Depending on Education and Experience)
B.C.A.M.P.S. unit, full-time position, with benefits

GENERAL SUMMARY:

Serves as the supervisor of the central information technology unit of the County. Experienced in the processes of network design and function, systems analysis and programming, and serves as a specialist in systems analysis. Also experienced in computer and network operations management. Is responsible for directing staff in the two areas of analysis/programming of in-house systems and midrange system/network server operations. Will work on special projects related to implementing information technology. Supervision is general, received from the Finance Officer.

TYPICAL DUTIES:

1. Confers with the Finance Officer and all County departmental personnel as to the propriety of using technology to increase employee productivity for current and expanded processes.
2. Confers with user departments reviewing existing systems for possible computerization and conducts field/internal studies to determine systematic development of computerized processes needed.
3. Confers with Programmer/Analysts to develop a logical system through the use of database files, screens, programs and reports using interpretative judgment and established technique using appropriate team techniques to development and improve throughput metrics. Continuously tests, monitors and refines processes for continuing system operations.
4. Oversees work progress/performance of Technical Support and Help Desk staff. Initiates corrective actions needed. Maintains records of service and technical calls and rate of completion.
5. Arranges for training of ISD staff.
6. Provides system and network documentation. Develops internal policies and procedures.
7. Makes authoritative recommendations as to hardware and software needs of the County, vendor/equipment compliance and long range planning projects. Refines/expands computer language in use. Oversees installation of new technology.
8. Prioritizes computer operations in keeping with deadlines, user needs, accuracy requirements and best equipment use.
9. Reads extensively to remain current on methods, trends, equipment best use, cost and optimum service.
10. Develops preliminary budget of the unit, maintains conformity to established/final budget and provides technology costs to other service units of the County in budget preparation.
11. Is a key member of the disaster recovery/business continuity team for county government.
12. All other duties as assigned, including special projects.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must be **experienced** (knowledgeable) in the processes of systems analysis, programming and computer operations management. Bachelor of science degree in (business) computer science or a related field with three to five years of progressively responsible experience in supervision in a related field, or a combination of education and experience that in the opinion of the employer provides equivalent knowledge, skills and abilities. Prefer public sector IS experience. Management experience and leadership qualities are required. Knowledge of current platforms and systems including Windows.

PHYSICAL: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, twenty pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via US mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121. Applications deadline is 4:00 p.m. **Friday, January 10, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."